



Envision Arlington Diversity Task Group

Date: December 8 2022

Time: 6:45 pm - 9:00 pm (official meeting start at 7PM)

Location: Hybrid Meeting

In Person: Town Hall Annex, 2nd Floor Conference Room

Remote Participation, via Zoom:

<https://town-arlington-ma-us.zoom.us/j/85713651797>

Agenda

- 1. Land Acknowledgement, Review of Mission Statement and Group Meeting Protocols**
- 2. Hybrid meeting decision point document review and policy**
- 3. Review of October meeting minutes**
- 4. CPAB appointee selection criteria**
- 5. Guest policy**
- 6. DIGs meeting summary**
- 7. A look back at 2022 and a look forward to 2023**

Present: Rebecca Gruber (P), Sarah McKinnon, (P) Elizabeth Dray (P), Katell Guellec (Z)
Stephanie Ettinger de Cuba (Z), Laurie Key (Z)

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1. Land Acknowledgement was read
2. Hybrid meeting decision point document reviewed and policy discussed
 1. Things we've already learned tonight:
 - a. Regardless of whether in person or zoom, the meeting must be started with Zoom user ID and password but that person doesn't have to be present.
 - b. In person, you don't need a laptop to start the meeting as you can use the tablet here.
 - c. Need laptop to be involved to be able to share documents.
 - d. In person the laptop must have speakers and microphone silenced.

- e. Need protocol about identifying in person participants as we don't have names on screen
 - i. Put it in the chat and then re-paste as new people enter.
 - ii. Restate our name before we speak if there are new attendees.
 - f. Will need three participants to be meeting facilitator, minute taker, and in-person tech person.
2. Review of Best Practices document from Remote Participation Study Committee
 - a. We are not bound by Open Meeting Laws.
 - b. What to do if there is a technical failure by either in-person technology Neat Board or Zoom
 - i. Discussion points:
 1. How long to wait; time to get home to get on Zoom?
 2. If Zoom goes down, how many people have to be physically present to continue?
 3. Friendly ways that we deal with it.
 4. If we are going to make a decision then we need a point of connection, but if not then we go on with meeting with whomever is there.
 5. Does Rebecca need to be there? She says no.
 6. Meeting host will be on Zoom (in person or at home) so as long as Zoom is up and running we continue the meeting and do not take any votes.
 - c. Contingency plan is: Resiliency, Flexibility and Communication
 3. October meeting minutes approved
 4. CPAB appointee selection criteria and process
 1. Concern about candidate selection process
 - a. There is currently no budget/resources, which are needed for equity in candidate access. This is a barrier to inclusion. How can DTG highlight that issue?
 - b. Can we initiate a process to work with other appointing groups to identify barriers and to identify candidates. Un-silo. Work in collaboration to identify resources needed to participate and how to work together to identify competent, diverse bodies as possible. Otherwise we get the same looking group that we usually have. Communicate about which candidates have what skills
 - c. What if we built this committee differently? For longevity.
 - d. Who wants to work on this? Sarah and Elizabeth
 - e. Cc Rebecca via DTG email address on emails but does not need to approve
 2. Priorities in a candidate
 - a. Ability to dedicate a lot of time
 - b. Facilitation experience
 5. Guest policy
 1. Background provided about why we should consider developing a policy about guest attendance. Helpful to have a policy so that people can be referred to it - both guests and participants.
 2. Discussion included

- a. Transparency is important. If you give a clear explanation as to why the policy, . invited guests can always say no to the request.
 - b. People have the choice to not attend. People have to take care of themselves.
 - c. We can't call DTG a safe space. A brave space.
 - d. There are no official members, open to everyone.
 - e. There is a difference between being a guest vs. an attendee
 - f. Invitation to guests to come at the second half.
 - g. May be hard to ask people who have worked all day to wait until 8:00PM to join us .
 - h. What happens if people don't follow the policy? Can't guarantee it is followed.
 - i. Can explain that most people don't stay after their agenda item, but we won't ask them to leave
 - j. We re-read the DTG mission statement for guidance.
 - k. A policy can't be open, inclusive and guaranteed.
 - l. Suggested wording on the agenda to set expectations. You enter into this space, here is the reasonable expectation (the agenda) and we will do our best.
 - m. Have an agenda that provides notice and transparency of what can be expected at each meeting and who is invited.
 - n. Important to have a policy to thread the needle to make this a welcoming space for ALL.
 - o. Does having a "thread the needle" policy really help those who we think it might be helping?
 - p. Should we invite someone to DTG to speak about this issue? How do you create a space?
 - q. Open to everyone but we don't need to invite everyone.
- 3. Table to January but need someone to summarize points so we don't start from the beginning.
 - 4. Larger discussion - what is DTG and what is its role?
- 6. DIGs meeting summary
 - 1. Previously RG tried to build a relationship with DIGS. DIGS reached out recently to connect and scheduled a meeting. Meeting was canceled by them and they are trying to reschedule. KG will follow up with Molly of DIGS
 - a. Suggestion to bring examples to the Superintendent of stories that don't align with the best practices.
- 7. A look back at 2022 and a look forward to 2023 - not discussed.